



**STATE OF GEORGIA
 DEPARTMENT OF HUMAN SERVICES CONTRACT - AMENDMENT**

This Contract Amendment is entered into between the Department of Human Services and the Contractor named below.

State Entity's Name: Department of Human Services, through its Division of Family and Children Services Collaborative Service Section – Community Based Program Unit – CSBG/LIHEAP Programs (hereinafter the "Department" or "DHS")

Contractor's Name: Newton County Board of Commissioners (hereinafter the "Contractor")	Contractor's Address: 1124 Clarke Street Covington, Georgia 30014
Contractor's FEI #: 68-8000870	Contractor's FY End Date: 09/30
Contractor's Entity Type: PUBLIC	

-Department Administrative Information

DHS Contract # 42700-040-0000063891	DHS Financials Vendor ID # 14642
Requisition # 0000069375	PO # 0000319982
NIGP Code: 95243	CFDA # (s): 93.569 DUNS #: 079379228
<input checked="" type="checkbox"/> Amendment # 1	<input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Sole Source Event # N/A
Summary of Contracted Services: The purpose of this carryover amendment #1 is to add additional funds to the existing contract that provides support services for low income households to achieve self-sufficiency.	

Expense Revenue No Cost

Total Obligation: \$125,871.41 Federal: \$125,871.41 State: \$0 Match: \$0 Other: \$0

If this Amendment revises obligated amounts, provide immediate prior obligation amounts:

Total Obligation: \$132,020.00 Federal: \$132,020.00 State: \$0 Match: \$0 Other: \$0

Contract Term:

Current Contract Start Date: 10/01/2017 Current Contract Expiration Date: 09/30/2018 Contract Fiscal Year: FY2018

The start date of this amendment is February 12, 2018

The Contract is in effect through the above contract expiration date. NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

- AMENDMENT.** The parties hereby agree that the contract is amended as of the above amendment start date as follows:

AS READS:

SECTION III CONTRACT PAYMENT PROVISIONS

SECTION III

The Department will make payments to the Contractor within thirty (30) days of receipt of the required documentation that has been approved by the Department. The following selected terms and conditions apply and may include additional provisions that are set forth in the Annex titled Payment Provisions:

PARA #301 DEPARTMENT PAYMENT TO CONTRACTOR:

(301D) 03/10/16

The total approved budget for this Contract is \$132,020.00. The Department will make payments to the Contractor based upon reimbursement for expenses incurred which are within the approved budget. Total contract reimbursement for expenses shall not exceed \$132,020.00.

IS AMENDED TO READ:

SECTION III CONTRACT PAYMENT PROVISIONS

SECTION III

The Department will make payments to the Contractor within thirty (30) days of receipt of the required documentation that has been approved by the Department. The following selected terms and conditions apply and may include additional provisions that are set forth in the Annex titled Payment Provisions:

PARA #301 DEPARTMENT PAYMENT TO CONTRACTOR:

(301D) 03/10/16

The total approved budget for this Contract is \$257,891.41. The Department will make payments to the Contractor based upon reimbursement for expenses incurred which are within the approved budget. Total contract reimbursement for expenses shall not exceed \$257,891.41.

DHS Annex A titled Scope of Services is deleted and replaced with Annex A titled Scope of Services.

DHS Annex E titled Payment Provisions is deleted and replaced with Annex E titled Payment Provisions.

2. **SUCCESSORS AND ASSIGNS.** This amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
3. **ENTIRE AGREEMENT.** Except as expressly modified by this amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the dates indicated.

CONTRACTOR EXECUTION:
Newton County Board of Commissioners

The person signing on behalf of Contractor has full power and has been properly authorized and empowered to enter into this Contract.

By: 

Chairman, Newton Co. BOC

Title

2 Feb 2018
Date signed by Contractor

DEPARTMENTAL EXECUTION:
Department of Human Services
Division of Family and Children Services



Virginia Pryor
Interim Director

2/12/18
Date signed by the Department

SCOPE OF SERVICES

SCOPE OF SERVICES

A. Contractor will provide the following services/deliverables in accordance with the terms and conditions of the Contract:

- 1. To adhere to each of the assurances in accordance with the Community Services Block Grant (CSBG) State Plan subsequent revisions and funding guidelines.**
- 2. That the Detailed Project Application Plan (PAP) for Community Services Block Grant funding, approved by the Department, is by reference made a part of this contract, and is attached hereto as Annex Titled Scope of Services.**
- 3. To provide and support employment-related and housing activities that create and sustain economic growth.**
- 4. To accept applications at sites which are geographically accessible to all households within the designated service delivery area.**
- 5. To assure that all Contractor staff adhere to the guidelines for confidentiality and security measures.**
- 6. To track and account for CSBG funds and activities.**
- 7. To perform emergency work arising under the Emergency Management Act of 1981, O.C.G.A. 38-3-1 et seq., and the plans, policies and procedures, promulgated pursuant thereto. The performance contemplated includes, but is not limited to matters addressed in the general provisions of the Georgia Natural Disaster Operations Plan, and the specific provisions of Annex 17, health and Social Services of said plan incorporated herein by reference and made a part of this contract.**
- 8. To determine household program eligibility and assistance payment amounts based on 125% of federal poverty guidelines and assure timely processing and payment of approved applications for assistance in accordance with the CSBG guidelines**
- 9. To minimize expenditures of CSBG funds for administrative expenses associated with delivery of new and existing community services and activities funded by CSBG funds.**
- 10. To comply with the distribution of indirect/overhead costs in accordance with provisions of the pre-approved cost allocation plan.**
- 11. To include the following EasyTrak documents, as a minimum, in all CSBG case records: signed application, income calculation and income eligibility verification, case notes, linkages of services to Results Oriented Management and Accountability (ROMA) outcomes, Summary of Services.**

ANNEX A

- 12. To submit timely CSBG Programmatic Report, EasyTrak Dollar Value/Units, Client Characteristics Report, financial/statistical data and any additional required reports not later than the 15th calendar day following the end of each month or the established due date if different from the preceding date.**
 - 13. To submit monthly ROMA Performance Summary Reports not later than the 15th calendar day following the end of the month.**
 - 14. To utilize the latest version available of EASY/TRAK software to collect, track and report client data and activities as appropriate, ie, number of jobs created and/or maintained.**
 - 15. To make EasyTrak reports that measure the progress and outcomes resulting from the use of CSBG funds easily accessible for review upon request.**
 - 16. To complete the annual CSBG IS survey in its entirety, if applicable and any additional surveys as required.**
 - 17. To ensure that individuals with critical job responsibilities as identified by the Department are adequately trained.**
 - 18. To ensure the availability of financial expertise, internal monitoring, capacity controls and risk management, as appropriate, are available.**
- B. The Department will provide the following in accordance with the terms and conditions of the Contract:**
- 1. Provide Contractor with Community Services Block Grant Policies and Procedures Manual and subsequent revision and funding guidelines as appropriate.**
 - 2. Make periodic on-site reviews to determine if program requirements are being met.**
 - 3. Provide consultation, training, evaluation and technical assistance to the Contractor in preparation of proposals and in the operation of the programs.**
 - 4. Provide Staff to determine that services are provided consistent with the provisions of this contract and in Compliance with applicable state and federal laws, rules, regulations, standards, policies and procedures.**

2018 Project Application Plan (PAP) - Strategic Plan

CDBG State Service Category: Housing

Service Category ID	Service Activity	Cost to State	Activity Description	Unit Type	2018 Estimate (Units)	Output Measure Description	Expected % to Achieve	Measurement Tool(s)
4.1.A.1c	Rental Assistance	25,000	(452) Rental Assistance (1)	Payment	1.3	1.3 1: The number of individuals engaged with the Community Action Agency who report improved financial well being	50	Household
						1.4 1: The number of households that avoided eviction	50	Household
						1.4 2: The number of households that avoided foreclosure	50	Household
4.1.A.1d	Security Deposit Assistance	10,000	(448) Security Deposit Assistance (2)	Payment	1.3	1.3 1: The number of individuals engaged with the Community Action Agency who report improved financial well being	20	Household
						1.4 1: The number of households experiencing homelessness who obtain safe temporary shelter	20	Household
						1.4 2: The number of households who obtain safe and affordable housing	20	Household
4.1.A.1e	Mortgage Assistance	25,000	(456) Mortgage Assistance (3)	Payment	1.3	1.3 1: The number of individuals engaged with the Community Action Agency who report improved financial well being	50	Household
						1.4 1: The number of households that avoided eviction	50	Household
						1.4 2: The number of households that avoided foreclosure	50	Household
4.1.A.1a	Utility Payment Assistance	29,337	(455) Utility Payment Assistance (1) Utility Payments	Payment	1.0	1.1 The number of households with improved energy efficiency and/or energy burden reduction in their homes	100	Household

2018
Project Application Plan (PAP) - Strategic Plan

CSBG Status Service Category: Housing				* Non/Partial/Non-Residential/And/Impacted Units						
4.1.A.2b	Utility Deposit Assistance	8,000	(A.19) Utility Deposit Assistance (B)	8,000	Payment	1.4	6: The number of households with improved energy efficiency and/or energy burden reduction in their homes	H	24	Households
4.1.A.3a	Utility Arrears Assistance	3,000	(A.17) Utility Arrears Assistance (D)	3,000	Payment	1.4	6: The number of households with improved energy efficiency and/or energy burden reduction in their homes	HN	12	Households
4.1.A.3d	Level Billing Assistance	3,000	(A.12) Level Billing Assistance	3,000	Payment	1.4	6: The number of households with improved energy efficiency and/or energy burden reduction in their homes	H	12	Households
4.1.A.5b	Independent Living Home Improvements	22,500	(A.13) Independent Living Home Improvements	22,500	Other (voucher rental)	1.2	6: The number of participants who improve their home environments	I	22	Households
						1.4	7: The number of households who experienced improved health and safety due to improvements within their home	H	22	Households

2018
Project Application Plan (PAP) - Strategic Plan

* Individuals with disabilities are all impacted equally

CSBG Status Service Category: Housing

Budget Information

Funding Sources	Amount
CSBG Allocation	
CSBG Emergency Assistance (Mortgage, Rent & Utility Assistance)	\$122,337.49
	\$122,337.49
Total Funds	\$122,337.49

2018
Project Application Plan (PAP) - Strategic Plan

CDBG State Service Category: Health and Social/Behavioral Development

Service Category No.	Service Activity	Units to Serve	Activity Description	Unit Type	ICMHS Outcome No.	Output Measure (Indicator)	Expected to Achieve	Measurement Period
6.1.6.7a	Nutrition Counseling	160	(1.32) Nutrition Counseling	Session				
6.1.6.7b	Prepared Meals	70,000	(1.58) Prepared Meals	Meals Served	1.5	2: The number of individuals who demonstrate improved health and well-being	U	25 Individuals
					1.6	3: The number of seniors (age 65+) who reside in an independent living situation	I	20 Individuals
					1.7	4: The number of individuals with disabilities who resided in an independent living situation	I	18 Individuals
					1.8	5: The number of individuals with chronic illness who reside in an independent living situation	I	10 Individuals

2018
Project Application Plan (PAP) - Strategic Plan

NEWTON COUNTY BOARD OF COMMISSIONERS
 10/1/2018

CSBG Status Service Category: **Health and Social/Behavioral Development** * Individuals 19 Years of Age and All Impacted Children

Budget Information

Funding Sources	
CSBG Allocation	Amount
CSBG	
Meals on Wheels	\$123,729.12
	\$123,729.12
Total Funds	\$123,729.12

2018
Project Application Plan (PAP) - Strategic Plan

CSBG Status Service Category: Civic Engagement and Community Involvement								
Service Category No.	Service Activity	Units to Serve	Activity Description	Unit Type	NOCCA Objective No.	Project Measure Indicator	Expected to Achieve	Measurement Type(s)
E.1.E.1b	Leadership Training Classes	4	(E.1) Leadership Training Classes	Participate	2.4	1: The number of people with low-incomes who acquire and maintain leadership roles with Community Action or other organizations within the community (N)	U	1 Individual
E.1.E.1c	Tri-Partite Board Membership	38	(E.2) Tri-Partite Board Membership	Participate	2.8	2: Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CEE's delivery of services/implementation of strategies (N)	P	50 Percentage Increase
						3: The number of people with low-incomes who acquire and maintain leadership roles with Community Action or other organizations within the community (N)	U	3 Individual
						4: Percent increase of people with low-incomes who acquire/maintain leadership roles with the CHANCEE or other organization in the community (N)	P	33 Percent
E.1.E.1f	Volunteer Training	4	(E.3) Volunteer Training	Participate	2.8	4: The number of people with low-incomes who participate with Community Action to improve the delivery of services under conditions in the community (N)	U	3 Individual
E.2.E.1b	HeadStart Social Service Provider Partnership Develop	0	(E.4) Partnership Development Initiatives	Initiate/Develop		1: Percent increase of people with low-incomes who support the CHANCEE's delivery of services/implementation of strategies to address conditions of poverty in the identified community (N)	P	50 Percent

**2018
Project Application Plan (PAP) - Strategic Plan**

CSBG Status Service Category: Civic Engagement and Community Invol					* (Indicate with checkmarks A-AG Impacted Units)				
E.2.0.1b	Community Volunteer Recruitment Initiative	1	(E.2) Volunteer Recruitment Initiative	Participate	2.8	4: The number of people with low-income who participate with Community Action to improve the delivery of services and/or conditions in the community (3)	U	3	Individual
					3.8	1: Percent increase of people with low-income who support the CAACER's delivery of services/implementation of strategies to address conditions of poverty in the identified community (4)	P	33	Percent
E.2.0.1g	Needs Assessment	1	(E.1) Needs Assessment	Interview/Focus	2.8	1: Percent increase of people with low-income who support the CAACER's delivery of services/implementation of strategies to address conditions of poverty in the identified community (4)	P	33	Percent

2018
Project Application Plan (PAP) - Strategic Plan

NEWTON COUNTY BOARD OF COMMISSIONERS

10/12/18

CSBG Status Service Category: Civic Engagement and Community Involvement

* Please Refer to the Worksheet for Additional Project Details

Budget Information

Funding Sources	
Other Supporting Funds	Amount
GCAA Conference attendance	\$11,824.80
	\$11,824.80
Total Funds	\$11,824.80

2018
Project Application Plan (PAP) - Strategic Plan

* Includes all related and expected outcomes

Service Category No.	Service Activity	Units to Serve	Activity Description	Unit Type	ESOP Outcome No.	Direct Measure Indicator	Expected to Achieve	Measurement Period	
7.1.7.12	Other Multi-Domain Services	0	(7.1) One hour, Not Servd	Hour/Week					
7.1.7.1a	Case Management	30	(7.1) Case Management Ongoing oversight of the applicant's case management plan.	Session					
7.1.7.1b	Follow-Up	30	(7.1.1) Follow-Up (90 Days) 90-day follow-up used to collect updates on the participant's statements of outcomes.	40	Session	1.1	1	50	Household
			(7.1.2) Follow-Up (180 Days) 180 day follow-up (required for the agency's housing programs)	40	Session	1.2	1	20	Household
7.1.7.2a	Application/Enrollment	150	(7.2) CSO Application/Enrollment	150	Application				

**2018
Project Application Plan (PAP) - Strategic Plan**

CDBG State Service Category: Services Supporting Multiple Domains.

* Includes all HUD-funded CDBG projects

2018
Project Application Plan (PAP) - Strategic Plan

CSBG Status Service Category: Linkages								
Service Category ID	Service Activity	Update Date	Activity Description	Unit Type	BOMA Outcome No.	Direct Measure Indicator	Expected to Achieve	Measurement Tool(s)
8.1.7.2a	Emergency Referrals		(7.24) Emergency Referrals	Referral				

2018
Project Application Plan (PAP) - Strategic Plan

NEWTON COUNTY BOARD OF COMMISSIONERS

CS 12210

CSBG Status Service Category: Linkages

Maximum Allowable Amount: \$1,000,000

**GEORGIA DEPARTMENT OF HUMAN SERVICES
CSBG CONTRACTOR PROPOSAL**

CONTRACTOR LEGAL NAME: NEWTON COUNTY BOARD OF COMMISSIONERS
Contract Period: 10-1-2017 TO 9-30-2018

LINE ITEMS	Total CSBG	Employment	Education & Cognitive Development	Income, Infrastructure, & Asset Building	Housing	Housing Assistance	Health & Social/Behavioral Development
Salary/ Wages	48,814.10						48,814.10
Fringe Benefits	0.00						0.00
Travel	0.00						0.00
Consumable Supplies	0.00						0.00
Rent/ Maintenance	0.00						0.00
Insurance & Bonding	0.00						0.00
Transportation	0.00						0.00
Other*	197,252.51				122,337.49		74,915.02
Equipment	0.00						0.00
Subcontracts	0.00						0.00
Administrative Costs	0.00						0.00
A. SUB TOTAL:	246,066.61				122,337.49		123,729.12

of this \$74,915.02 is for the Meals-On-Wheels program & \$122,337.49 is for the Emergency Assistance programs

GEORGIA DEPARTMENT OF HUMAN SERVICES
CSBG CONTRACTOR PROPOSAL

CONTRACTOR LEGAL NAME: NEWTON COUNTY BOARD OF COMMISSIONERS
Contract Period: 10-1-2017 TO 9-30-2018

LINE ITEMS	Total CSBG	Civic Engagement & Community Involvement	Services Supporting Multiple Domains	Linkages	Agency Capacity Building	Other			
Salary/ Wages	0.00								
Fringe Benefits	0.00								
Travel	11,824.80	11,824.80							
Consumable Supplies	0.00								
Rent/ Maintenance	0.00								
Insurance & Bonding	0.00								
Transportation	0.00								
Other**	0.00								
Equipment	0.00								
Subcontracts	0.00								
Administrative Costs	0.00								
B. SUB TOTAL:	11,824.80	11,824.80							

ANNEX A

**Newton County Board of Commissioners
LIST OF STAFF AND SALARIES**

Employee	Duties	Hourly Rate	Hours per Month	# of Months	Total Annual Hours	CSBG Salary Cost	CSBG %
Teresa Williams	Client Interview/Driver	\$ 23.98	40	12	480	\$ 11,510.50	4%
James Williams	Delivery Driver	\$ 10.19	43	12	516	\$ 5,257.94	2%
Suzetta Martin	Delivery Driver	\$ 10.82	43	12	516	\$ 5,584.26	2%
David Stanley	Delivery Driver	\$ 10.19	43	12	516	\$ 5,257.94	2%
Ronald Stanley	Delivery Driver	\$ 10.51	43	12	516	\$ 5,421.10	2%
Shereen Lena	Data Entry	\$ 12.24	40	12	480	\$ 5,875.20	2%
Janis Norrington	Meal Preparer	\$ 10.20	27	12	324	\$ 3,304.80	1%
JoAnn Jenkins	Asst. w/ Meal Prep	\$ 7.84	9	12	108	\$ 847.13	0%
Cathleen Davis	Grant Administrator	\$ 23.98	20	12	240	\$ 5,755.25	2%
Total Salary Cost						\$ 48,814.10	

**A total of 19% of the awarded CSBG funding will go towards Salary cost.

Percentages shown reflect the percent of the individual's salary being charged to CSBG funding.

PAYMENT PROVISIONS

ANNEX E



CONTRACT BUDGET AND MONTHLY CUMULATIVE EXPENDITURE REPORT

ANNEX

Contractor: Newton County Board of Commissioners

CDBG PROGRAM

Contract Number: 42700-040-0000583891

Contract Month: _____

Contractor's Expenditure/Account #: 14842

Electronic Funds Transfer?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<small>(Must have completed application for ACH as the)</small>
Remit Checks or Remittance Advise to:	Name: <u>Newton County Board of Commissioners</u> Address: <u>1124 Clarke Street</u>	
Attn:	<u>Cathy Davis, Executive Director</u> City/State/Zip: <u>Covington, Georgia 30014</u>	

Type Expense	Approved Budget	Prior Cumulative Expenses	Current Month	Year to Date	Balance of Funds
1. Employment					
2. Education and Cognitive Development					
3. Income, Infrastructure and Asset Building					
4. Housing	\$122,337.49			\$0.00	\$122,337.49
5. Health and Social/Behavioral Development (includes nutrition)	\$123,729.12			\$0.00	\$123,729.12
6. Civic Engagement and Community Involvement	\$11,824.80			\$0.00	\$11,824.80
7. Services Supporting Multiple Domains					
8. Linkages (e.g. partnerships that support multiple domains)					
9. Agency Capacity Building					
10. Other (e.g. emergency management/disaster relief/discretionary funds)					
TOTAL	\$257,891.41	\$0.00	\$0.00	\$0.00	\$257,891.41

Of the CDBG Funds reported above, report the total amount used for Administration: 6

I, the undersigned, certify that the expenditures reported have been made for program accomplishments within the approved budgeted items:

Prepared by: _____

Approval for Payment: _____

Contractor Signature _____

Signature of DHS Approving Authority _____

Name and Title _____

Typed Name and Title _____

Date _____

Phone _____

Date Approved _____